Date Thursday 15th February 2018
Time 9:00am – 10:00am
At Kyoto Meeting Room, Greenwich House

BSS Financial Systems Steering Committee – Inaugural meeting

Attendees: David Hughes (DH) – Chair
Robin Uttin (RU)
Chris Patten (CP)
Helen Wain (HW)
Helen Turner (HT)
Katya Samoylova (KS)
Chris Edwards (CE)
Richard Hey (RH)
Jamie Thorogood (JT)
Jo Dekkers (JD)
Stef James (SJ) - Secretary

Apologies: Jo Hall (JH)

AGENDA:
1. Introductions
2. Business Systems Strategy background
   - Financial Systems Programme
     - Finance System Project inc. Chart of Account Review
     - Procurement Feasibility Study
     - Project Peony
     - Data integration: AFPA Data Integration & replacement of DM with ODI
3. Financial Systems Programme governance
   - Programme Board (Terms of reference enclosed)
     - Initiated by Ian Leslie as chair of FSC (Steering Group)
     - To be convened by the UIS Project Office
   - Steering Committee: Terms of reference enclosed
4. Interim progress updates (pending Programme Manager appointment)
   - Finance System project – on hold pending recruitment of BA resource
   - Chart of Account Review – update to be provided
   - Procurement Feasibility Study - on hold pending funding for resource
   - Project Peony – current position and next steps to be discussed
   - AFPA Data Integration - update to be provided
5. Interim next steps (pending Programme Manager appointment)
   - Recruitment of Programme Manager role (4 yr fixed term)
   - Recruitment of Business Analyst (temporary 87 days)
   - Funding for Procurement Feasibility Study
   - Detailed business case/funding and planning for Project Peony

6. Any other relevant business

Date of future meetings:
Every four weeks on a Thursday @ 9am in Greenwich House